



HOTEL RESERVATION FORM

Event/group name: IB GLOBAL CONFERENCE
24 – 28 Oct 2019

Novotel Abu Dhabi Al Bustan
Sheikh Rashid Bin Saaed Street/Rabdan Street – P.O. Box 95208
Abu Dhabi, United Arab Emirates

1. GUEST INFORMATION

Title : <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss	
Surname :	First Name :
Nationality :	Company :
Position :	Address :
P.O. Box :	City :
Country :	Telephone :
Fax Email :	

2. PLEASE RESERVE THE FOLLOWING: (PLEASE TICK BOX FOR YOUR PREFERRED OPTIONS).

Check in Date : _____ Check out Date : _____ Booking code: **1558210**

<input type="checkbox"/> Superior Room	<input type="checkbox"/> AED 350.00
--	-------------------------------------

Note 1: Above rates are per room per night and inclusive of 10% 5% VAT, 10% Service Charge, 3.5% Tourism Fee, 2% Municipality Fee and 5% VAT, 10% Service Charge, 3.5% Tourism Fee, 2% Municipality Fee

Note 2: The rates quoted include breakfast for one or two guest.

Note 3 : Above rates quoted for single or double occupancy

3. FLIGHT INFORMATION (THIS INFORMATION CAN BE SENT TO THE HOTEL AT A LATER DATE)

Arrival Date _____ Flight Number _____ Arrival Time _____
Departure Date _____ Flight Number _____ Departure Time _____

4. CREDIT CARD DETAILS (NO RESERVATION WILL BE PROCESSED UNLESS GUARANTEED BY CREDIT CARD DETAILS).

I GUARANTEE MY ROOM RESERVATION WITH THE BELOW CREDIT CARD:

Credit Card Number : _____

Name of Card Holder: _____

Expiry Date : _____

<input type="checkbox"/> Visa	<input type="checkbox"/> Amex
<input type="checkbox"/> Master	<input type="checkbox"/> Diners
<i>Please identify card type</i>	

Cancellation Policy: In the event of No-Show or cancellation less than 24 hours prior to arrival, the total number of room night booked will be charged to the above credit card.

Date _____

Card Holder Signature : _____

5. OTHER DETAILS

Please note that all guests are required to present a valid ID upon check-in, accepted ID's are original passport and UAE National ID.

Airport Transferred required?: Yes _____ No _____ Non Smoking Room? Yes _____ No _____

Other request : _____

Airport Transfer: Abu Dhabi International Airport _____ Dubai International Airport _____

Note: if the room is not guaranteed, the bedroom will be released as per the hotel standard and policy, unless the individual has advised late arrival. Individual cancellation policy is 48 hours prior on the date of arrival. Any cancellations made after this date will be charged. Guests are liable for all cancellations and no-shows.